# WIDA CONSORTIUM

**WIDA Screener &
W-APT Michigan Policy Manual**

Office of Standards & Assessment
Michigan Department of Education

MICHIGAN
Department of Education

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### Contact Information

Below is a quick table to help direct your questions appropriately so that you can get answers efficiently, but when in doubt please make OSA your first choice when calling with assessment related questions:

**Office of Standards & Assessment**
**1-877-560-8378, Option 5**
**Questions pertaining to the following:**

1. WIDA Screener/W-APT/ACCESS for ELLs 2.0 testing windows

2. Guidance for participation criteria on the Alternate ACCESS for ELLs

3. (Select Option 3) MDE Secure Site information

4. (Select Option 3) BAA processes such as Pre-ID, Accountable Students and Test Verification, etc.

5. Login information (usernames/passwords) for access to the secure WIDA materials

6. WIDA AMS

**Office of Field Services**
**517-373-6066**
**Questions pertaining to the following:**

1. Entrance & Exit Protocol

2. Title III funding

3. Title III compliance and monitoring

4. WIDA standards professional development activities sponsored by OFS

**WIDA Call Center**
**1-866-276-7735**
**Questions pertaining to the following:**

1. General WIDA information about standards and assessments

**WIDA AMS**
**1-877-560-8378, Option 5**

## GENERAL QUESTIONS

### 1. What is WIDA?

WIDA (World-Class Instructional Design and Assessment) is a consortium of states dedicated to the design and implementation of high standards and equitable educational opportunities for English learners. As of 2017, the WIDA consortium consists of 35+ states and territories including Washington, D.C.

### 2. What is the WIDA Screener and the W-APT?

The WIDA Screener and Kindergarten W-APT (WIDA ACCESS Placement Test) are assessment screening tools used by educators to measure the English language proficiency of students who have recently arrived in the U.S. or in a particular district. It can help to determine whether or not a child is in need of English language instructional services.

### 3. Is Michigan using a new screener?

Michigan will continue to use the same paper based W-APT for Kindergartners and 1st semester 1st graders during the 2017-18 school year. However, educators should use the new WIDA Screener beginning on August 1, 2017 for all other enrolling students. Please be sure to continue to utilize the appropriate grade level/semester cluster as noted on page 8 of this document.

### 4. How much does the WIDA Screener and W-APT cost?

Michigan school districts do not pay to administer these screening assessments.

### 5. Can Title III money be used for screeners?

No. Title III money cannot be used for any activities related to the administration or scoring of the WIDA Screener or W-APT. This includes attending training for the assessment, or hiring substitute teachers to free up educators to administer the assessment. If you have further questions regarding how districts can use Title III money, please contact the Office of Field Services at 517-373-6066.

### 6. Are these screeners secure tests?

Yes. Test administrators must be trained in their administration and agree to maintain the security of test questions. Test administrators must also complete OSA's Security Compliance form before handling testing material, districts must keep all completed Security Compliance forms (http://www.michigan.gov/documents/mde/OSA_Security_Compliance_Form_7-29-14_466266_7.pdf ) on file at their district for a period of one year.

### 7. Who takes the WIDA Screener and the W-APT?

Upon new enrollment, all students or parent/guardians must answer the Questions on the state required Home Language Survey (HLS). This is for the purpose of identifying those students in need of English learner (EL) services. The HLS asks two questions:

1. Is the student's native tongue a language other than English?; and

2. Is a language other than English spoken in the student's home environment?

3. If the answer to either question is yes, the student must be given either the WIDA Screener (grades 1-12) or the Kindergarten W-APT and scores must be entered into the MDE Secure Site, regardless of entering the student into EL services or not.

### 8. Does the HLS need to be completed every year?

Once the HLS has been completed during enrollment and if the student remains within the same school/district there is no need to complete it every year. **However, the scores from the screening and the HLS must be kept in the students' CA60 or permanent record folder for future reference.** *Keep in mind if a student moves to another district, it is important to notify the receiving district of the student's EL status.*

### 9. What do I do if I can't find or don't have access to a transfer student's HLS?

Our recommendation is to attempt to contact the student's sending district. If this approach doesn't provide you with the HLS, you can request the parents/guardians fill this out again. However the absence or duplicate request of this information from the parent/guardian **does not** change a student's EL status in MSDS, even if they answer 'No' to both questions on the new HLS. This means that if the sending school district has already identified the student as needing EL services in MSDS the receiving district must as well. For more information on how to identify EL students in MSDS, talk to your pupil accounting staff.

### 10. What do I do if I accidentally label a student as EL in MSDS and then submit a Student Record Maintenance to correct the error; does this student still need to test?

Yes. All students who have been identified in MSDS as needing EL services, at any point this year, **must** take the WIDA ACCESS for ELLs 2.0 or Alternate ACCESS for ELLs in the Spring.

### 11. Can districts screen students using the W-APT during kindergarten roundup?

Yes, districts have the option to screen students using the W-APT during kindergarten roundup in the spring instead of waiting until the beginning of the following school year. This cycle is called the Pre-K cycle and students only need to be administered the Speaking and Listening domains.

### 12. Do I need to be retrained on administering the WIDA Screener or W-APT?

Anyone who will be administering the WIDA Screener must complete the online training modules through wida.us. Additionally, educators are strongly encouraged to recertify for the W-APT to ensure the reliability and validity of scoring and test administration practices of such an important assessment.

### 13. Who can administer the WIDA Screener and the W-APT?

There are three sets of criteria that administrators of the WIDA Screener or W-APT must meet.

1. **Educators must fall into one of the following categories in order to administer the WIDA Screener or W-APT:**

   – Educators who are district employees – must hold current State of Michigan teaching certificate, or

   – Educators who are not district employees (retired teachers) must hold current State of Michigan teaching certificate, or

   – Paraprofessionals – must not be funded by Title III funds

   – Substitutes

   All of the above personnel must be trained and/or monitored in order to administer the assessment.

2. **Training**

   Educators who will be administering the WIDA Screener and/or W-APT must have an understanding of content in the following areas:

   – General screener structure (domains, adaptivity, grade level clusters, scoring, etc.)

   – Have reviewed the writing rubrics and practiced scoring writing responses

   – Have reviewed the speaking rubrics and practiced scoring speaking responses using the samples available on WIDA's website.

   It is recommended that training be conducted and materials reviewed in a group format within districts. This helps to establish inter-rater reliability between all educators who will be administering the screeners. Districts should make attempts to ensure that all students are administered the assessment and all are scored in a similar fashion which helps to establish a fair and reliable move up to the previous line.

   – WIDA offers recorded webinar trainings below to allow educators to review and prepare for the Kindergarten W-APT and WIDA Screener test administration. Log in to WIDA's website (www.wida.us). Once on the My Account & Secure Portal page, select the appropriate assessment under Screener Test Materials & Training: WIDA Screener Online, WIDA Screener Paper, or W-APT Screener Test.

3. **Monitoring**

   If districts choose to include paraprofessionals and substitutes in the administration of the WIDA Screener or W-APT, districts must make sure that these educators are monitored during the actual assessment. Monitoring is defined as intermittent observations of the test administration by a certified teacher.

### 14. Who should enter the screener scores into the MDE Secure Site?

It is recommended that one person at the district level or in each building be identified as the sole person responsible for entering scores into the MDE Secure Site. This helps keep district processes efficient. This person must have access to the MDE Secure Site. Please contact the Office of Standards and Assessment at 1-877-560-8378, Option 3, with questions about gaining proper access.

### 15. How many times will a student be screened?

Ideally, a student will only be screened one time. There are a few circumstances where a student may be screened again, such as when being screened to possibly re-enter EL services.

For students who have left and returned to the country, it is possible that a district may want to rescreen the students to help them reassess the level of English proficiency. However, please note that if a student had previously been entered into the Michigan Student Data System (MSDS) as receiving EL services and was never exited because they achieved proficiency, then the student is still considered an EL.

### 16. Can the Kindergarten W-APT be administered in groups?

Please refer to the W-APT Test Administrator Manual which can be accessed once logged into wida.us.

### 17. Who scores the screeners?

The Kindergarten W-APT and the WIDA Screener (online and paper/pencil) are scored by the test administrator once the assessment has been completed. Note: No part of the WIDA Screener or the W-APT is sent away for scoring. Educators should reference the Test Administrator Manuals available upon login at wida.us for more information on scoring and administration.

### 18. Are the screeners secure tests?

Yes. Test administrators must be trained in its administration and agree to maintain the security of test questions. Test administrators must also complete OSA's Security Compliance form before handling testing material, districts must keep all completed Security Compliance forms on file at their district for a period of one year. Do not return to the testing contractor. Once tests are downloaded and printed, they should be kept as secure as any other state assessments, and be administered following standard security procedures.

### 19. Can private schools screen students?

Please contact the Office of field Services at 517-373-6066.

### 20. How do I get the screeners and administration materials?

The Kindergarten W-APT can be downloaded from www.wida.us/assessment/w-apt/. You must have a WIDA Login to access the W-APT materials. Please contact your District EL Assessment Coordinator first. This person should

have access to setup an account for educators in their district. If your District EL Assessment Coordinator has left your district or is no longer serving in that role, please ensure that the contact information in the Educational Entity Master (EEM) is updated to reflect who is currently in that role.

Once this step has been completed, please review the New EL Assessment Coordinator Primer for next steps on the MDE WIDA web page (www.michigan.gov/wida). The online WIDA Screener will require access to the testing engine as well as other software and hardware resources. Please view the WIDA AMS User Guide (https://www.wida.us/assessment/access%202.0/documents/WIDAAMSUserGuide.pdf) and ensure your technology coordinator has reviewed the Technology User Guide (https://www.wida.us/assessment/access%202.0/documents/2016InsightTechnologyUserGuide.pdf).

For the paper/pencil WIDA Screener, materials can be ordered by using the Michigan Material Order Form found at www.michigan.gov/wida. It is important that districts and schools limit material orders to actual quantities needed to assess incoming students. Additional materials can be ordered if needed at any point during the school year.

## NEW STUDENTS

### 21. How much time do I have to screen possible EL students?

Possible EL students must be screened in the first 30 days (school days) of the school year. Any possible EL student that enrolls after the first 30 days must be screened within two weeks of enrollment.

### 22. How do I make a decision about which students should be considered ELs and which students are not considered ELs?

Educators should refer to the Michigan Department of Education Entrance and Exit Protocol (http://www.michigan.gov/mde/0,1607,7-140-6530_30334_40078---,00.html). Please call the Office of Field Services at 517-373-6066 for questions related to the criteria found within that document.

### 23. Do I need to screen exchange students?

Any student a district enrolls and is receiving state and federal funding is held to all statewide assessment and accountability processes. Exchange students are **required** to be assessed by any assessments for which they qualify. Districts should enroll these students using the same enrollment processes (HLS, W-APT administration, etc.) that are used with all other students.

### 24. Can students with disabilities be screened and qualify for EL services?

Yes. All students, including students with disabilities, are required to be screened if their Home Language Survey indicates they should be. These students are also potentially eligible, based on the scores of the screener, for EL services in addition to the special education services they may also be receiving.

**25. How do I know if the student has been screened already?**

Once a student's PEPE has been set to a particular district in MSDS, that student's previous assessment history is viewable in the MDE Secure Site. Coordinators should work with their pupil accounting staff to ensure this step is completed.

**26. If a student moves in from another district but already has screener scores do they need to be screened again?**

If a student has moved in from another district in Michigan and already has screener scores, they do not need to be re-screened.

**27. Should I screen students who are recently arrived from a country outside of the United States?**

Yes. Any student may qualify to take the W-APT or WIDA Screener if a 'yes' has been indicated on the HLS. However, MDE strongly recommends screening these students using the paper WIDA Screener option.

**28. If a student moves from another state, do they need to be screened here?**

Yes. All new enrolling students without prior K-12 experience in Michigan schools must be screened.

## IDENTIFICATION

**29. Which grade level cluster of the WIDA screener do I use?**

Please use the following chart to determine which grade level cluster should be used. For first semester students, students should not be screened at a grade level where they have yet to receive sufficient instruction.

| Cycle I – August 1 – December 1* | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grade Level | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Test to be used | K | K | 1 | 2-3 | 2-3 | 4-5 | 4-5 | 6-8 | 6-8 | 6-8 | 9-12 | 9-12 | 9-12 |

| Cycle II – December 1 – August 14* | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grade Level | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Test to be used | K | 1 | 2-3 | 2-3 | 4-5 | 4-5 | 6-8 | 6-8 | 6-8 | 9-12 | 9-12 | 9-12 | 9-12 |

\* Please refer to the Spotlight for the most up to date information on when screener cycles open and close.

### 30. How does the screening process work?

For the purposes of screening, there are three groups of students to consider:

- 1st semester Kindergarten students
- 2nd semester Kindergarten students/1st semester 1st graders
- 2nd semester 1st graders through 12th graders

#### 1st semester Kindergarten students

Because most 1st semester Kindergarten students cannot read or write, you will screen them on the listening and speaking sections only using the Kindergarten W-APT.

#### 2nd semester Kindergarten students/1st semester 1st graders

Kindergartners who enroll on or after December 1, should be administered all domains of the Kindergarten W-APT (listening, reading, writing, and speaking).

#### 2nd semester 1st graders through 12th graders

Use the on-grade level WIDA Screener form for students.

### 31. My district has identified at least one student as being an EL. How do we go about giving services and instructional programs?

If you aren't sure about what services you need to provide or how to provide them, please contact the Office of Field Services at 517-373-6066.

## SCORES & REPORTS

### 32. Do I still need to enter screener scores into the MDE Secure Site?

Yes, upon the completion of assessing a student, scores should be entered into the MDE Secure Site. Please note that the MDE Secure Site will no longer calculate proficiency levels for students. Additional information on steps related to score entry will be forthcoming. Districts must also keep results in the students' cumulative folder.

Additionally, it is strongly recommended that districts share the results with the parents and teachers of the student. Districts are required to share information about EL services with parents. Please contact the Office of Field Services at 517-373-6066 for more information on requirements for communicating with parents about services/instructional programs. Screener results should also be kept for monitoring purposes.

To learn more about entering scores into the MDE Secure Site, please go to www.michigan.gov/securesitetraining or call 1-877-560-8378, Option 3.

### 33. Can I download results for the Online Screener from WIDA AMS?

A downloadable file (Excel, .csv, etc.) is currently not available from WIDA AMS. PDF reports are the only report options at this time.

**34. Will I be able to download screener results and reports from the MDE Secure Site?**

Yes. Reports are available on the MDE Secure Site for students whose screener scores have been entered into the MDE Secure Site.

## WIDA.US ACCOUNTS

**35. I am a new district test administrator/test coordinator and I need a login for the WIDA website. What do I do?**

To set up an account, you may do so through the WIDA website (www.wida.us), with username "michigan" and password "mitten" to create your account.

**36. I am a district test administrator/test coordinator. What does my wida.us account give me access to?**

Your wida.us account gives you access to all of the Kindergarten W-APT materials, training modules for the screener as well as for the summative ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs assessments. You can download and print many materials from the WIDA website (www.wida.us).

**37. I have my username and password, but the system still does not allow me to log in. What do I do?**

Make sure you are logging into the correct website www.wida.us. If it does not work, contact WIDA Help by sending an email to help@wida.us or call 1-866-276-7735 to request assistance.

## MDE SECURE SITE ACCOUNTS

**38. How do I get access to the MDE Secure Site?**
There are two methods to gain access to the MDE Secure Site.

**NOTE:** Users will need to know their MEIS ID, MEIS login and password to access the MDE Secure Site. A user can go to cepi.state.mi.us/MEIS/Login.aspx to access their MEIS login, MEIS ID, reset their password or create a MEIS account if they do not already have one. If you had a MEIS account previously, please do not open a new account – use the self-help features available at cepi.state.mi.us/MEIS/Login.aspx or find your account.

1. Users can log in to the MDE Secure Site with their MEIS login and password. If they do not already have access to the site, the "Request Access" link will display and allow the user to request access to the MDE Secure Site.

2. A user can contact the designated district administrator directly to request access to the MDE Secure Site. The district administrator will log into the MDE Secure Site and click on "Security-Manage User Profiles" under the Admin Functions menu and create access for the user. The user will need to provide the district administrator with

their MEIS ID (starts with an "A") in order for the district administrator to create access in the MDE Secure Site. The user will get an email at the email address listed in the MEIS system (again, please make sure it is up-to-date), confirming access has been granted.

## WIDA AMS

### 39. What student number should I enter into WIDA AMS in order to setup an online testing session?

Educators should enter the student's UIC.

### 40. How do I get access to WIDA AMS in order to administer the Online WIDA Screener?

Please look for more information on this topic in the *Spotlight* newsletter in the coming weeks.

## TRAINING

### 41. Do I need to attend a live training?

No. However, districts and educators need to ensure that they have reviewed the online training modules and passed all associated quizzes. .

Also be sure to have a comprehensive grasp of the following topics:

– General screener structures (domains, adaptivity, grade level clusters, scoring, etc.)

– Writing rubrics and practice scoring writing

– Speaking rubrics and practice scoring speaking responses using the samples available on WIDA's website.

Michigan Department of Education

*Office of Standards and Assessment (OSA)*
*Phone: 1-877-560-8378*
*Website: www.michigan.gov/baa*
*Email: baa@michigan.gov*

Please check the MDE website frequently during the 2017-18 school year for updated materials.